

## **Collections and Digital Initiatives Librarian**

The Vermont Department of Libraries is seeking a service-oriented, energetic and innovative librarian to serve as Collections and Digital Initiatives Librarian. This is a newly reclassified leadership position in the state library agency and requires technical, managerial, planning, cataloging and metadata, training and public service skills.

Responsibilities: Head of the Technical Services Unit which is responsible for: cataloging and metadata operations for all Department library collections; bibliographic records in the statewide union library catalogs; and cataloging support and training for Vermont public libraries. Perform original and complex cataloging for all formats (including materials for the Vermont law library and government documents); create and maintain policies and procedures which conform to current standards of cataloging/metadata; participate in planning activities as a member of the Department's Management and Leadership teams; supervise staff of three; monitor staff work and conduct training, as needed; provide consultation and training (in person and via web-based tools) to Vermont school and public libraries; work with other library professionals in Vermont and beyond to advance best practices for library technical services; and maintain selected content on the Department's website. Keep statistics and write reports. Participate in department-wide activities and professional development with a focus on cataloging and digital technologies.

This position has been upgraded and expanded to include these new duties and responsibilities: oversee Department's library collections and acquisitions, including policies and procedures, vendor/cost analyses and contracts; create and manage a system for collecting and cataloging state documents in all formats; responsible for the integrity of bibliographic records in the Catamount Library Network's shared Evergreen open source catalog, and act as Head of the Cataloging Committee during Phase I of the Catamount project; Share responsibility for selected functions of the SirsiDynix ILS and the Vermont Automated Library System (VALS), data migration projects and system upgrades. Participate in grant writing and grants management. This individual may also be responsible for oversight of the Interlibrary Loan division with additional supervisory duties.

### Qualifications:

Required: Master's degree in Library Science or Information Science from an ALA accredited program. Three years of professional library experience after the degree or five years of library experience prior to the degree that has included responsibility for cataloging/metadata. Supervisory experience and experience using bibliographic utilities such as OCLC and electronic integrated library systems.

Thorough knowledge of professional library practice, theory, systems and procedures, including library information technology, acquisitions, cataloging & metadata, technical services and familiarity with current trends in library technologies. Knowledge of national cataloging standards such as AACR2, MARC21, LCSH, LC classification and RDA, and metadata schema such as Dublin Core.

Ability to analyze and solve problems, multi-task and work effectively as part of a team. The successful candidate will be a forward-looking individual with flexibility and strong communication and people skills. Must enjoy working in a collegial environment with people who have a wide range of library skills and knowledge.

Preferred: Experience with managing and cataloging electronic government documents; Experience working with open-source ILS.

General Information: The Department of Libraries includes: the Vermont State Library (with a focus on law, Vermontiana, state and federal documents and library science); the Vermont Library for the Blind and Physically Handicapped; the Midstate Library Service Center (which houses a general collection available to local libraries); an Interlibrary Loan department that serves libraries statewide;

and an active Library Development division. The Department provides services for the three branches of state government, libraries statewide and the general public. The Vermont Department of Libraries is located in Montpelier, the smallest state capital in the nation located in the heart of the beautiful state of Vermont and surrounded by the Green Mountains. Montpelier is located 40 miles SE of the state's largest city of Burlington and approximately 3 hours from Boston and Montreal. For more information about the Department of Libraries, see: <http://libraries.vermont.gov/>

Salary and Benefits: \$57,782 plus a comprehensive benefits package. Salary may be negotiable, dependent upon qualifications and experience.

To Apply:

Online application:

[https://erecruit.peoplesoft.state.vt.us/psc/HRPRD/EMPLOYEE/HRMS/c/ROLE\\_APPLICATION.ER\\_APPLICATION\\_HOME.GBL?Page=ER\\_APPLICATION\\_HOME&Action=U](https://erecruit.peoplesoft.state.vt.us/psc/HRPRD/EMPLOYEE/HRMS/c/ROLE_APPLICATION.ER_APPLICATION_HOME.GBL?Page=ER_APPLICATION_HOME&Action=U)

Please reference job posting # 30621.

Applicants also must send a letter of application, resume and the names of three references with contact information (phone number and e-mail address) to: Vermont Department of Libraries, Attention: Job Openings, 109 State Street, Montpelier, VT 05609-0601. Review of applications will begin August 15, 2012 and will continue until the position is filled.

The State of Vermont is an equal opportunity/affirmative action employer.